

Impact (The Student Magazine) Constitution

Chapter 1: Definitions

1.1 - Impact

- a) This constitution relates to the student magazine 'Impact'

1.2 - Objectives

- a) To provide students with a regular magazine that:
 - i) provides fair and accurate reporting
 - ii) informs
 - iii) entertains
 - iv) considers the diversity of students' interests
 - v) is open, accessible and encourages involvement
 - vi) endeavours to encourage and train student journalists
- b) Impact recognises its responsibility to maintain political autonomy from the University of Nottingham's Student Union, but shall remain subject to the regulations of the students' Union as laid down in its Constitution and Regulations.

1.3 - Status

- a) Impact shall be administered as a Student-Run Service

Chapter 2: Members

2.1 - Officers

- a) There shall be the following officers working to run the magazine, who shall form the Editorial Team:

Senior Editors -

- Editor-In-Chief
- Editor
- Managing Editor
- Design Editor↯

General Editors -

- Associate Editor(s)*^
- Associate Managing Editor
- Associate Design Editor(s)*↯
- Web Editor(s)*^
- Publicity Officer(s)*
- Image Editor(s)*↯
- Travel Editor(s)*^
- News Editor(s)*^
- Sport Editor(s)*^
- Music Editor(s)*^
- Arts Editor(s)*^
- Nights Editor(s)*^
- Film Editor(s)*^
- Science Editor(s)*^

Any of the positions marked with * can be shared with the approval of the Senior Editors.

The Writing Team composes of the positions marked with ^.

The Image Team composes of the positions marked with ↯.

2.2 - Authority

- a) Senior Editors hold authority over General Editors
- b) The Editor-In-Chief holds authority over all Editors
- c) The Editor is deputised by the Managing Editor

2.3 - Duties

a) All officers on the Editorial Team shall:

- i) ensure the regular production, management and distribution of Impact.
- ii) remain sensitive to the interests of its student readership.
- iii) adhere to the rules and regulations of the Students' Union's Constitution and Regulations and ensure that Impact recognises its responsibilities.
- iv) attend meetings co-ordinated by the Senior Editors.
- v) recruit and train new members.

b) The Editor-In-Chief shall:

- i) be held ultimately responsible for the content of the magazine and the website.
- ii) be ultimately responsible for the overall production of Impact, the content, style and development of the magazine and website.
- iii) deal with all matters arising from the Students' Union and its associated bodies.
- iv) liaise and act as a first point of contact with outside bodies.
- v) be responsible for final proofing and layout of the magazine and website.
- vi) liaise with all Editors.
- vii) organise socials.
- viii) organise Senior Editors' meetings.
- ix) organise Impact General Elections and By-elections.
- x) ensure Impact's equipment is maintained and developed.
- xi) oversee Impact's budget
- xii) attend a publication design software training period of minimum 5 days duration during the summer vacation period unless suitably qualified.

c) The Editor shall:

- i) be held responsible for the content of the magazine.
- ii) be responsible for the production of Impact, the content, style and development of the magazine.
- iii) liaise with the Students' Union.
- iv) liaise with outside bodies.
- v) be responsible for proofing and layout of the magazine.
- vi) liaise with all Editors.
- vii) act as a first point of contact for writers.
- viii) co-ordinate meetings and liaise with Writing and Image Teams.
- ix) develop ideas and recommend material for inclusion in the magazine.
- x) commission ideas by the Writing and Image Teams.
- xi) organise Impact General Elections and By-elections.
- xii) organise socials.
- xiii) attend a publication design software training period of minimum 5 days duration during the summer vacation period unless suitably qualified.

d) The Managing Editor shall:

- i) be responsible for co-ordinating the Publicity Team.
- ii) liaise with the Students' Union's Marketing Team.
- iii) liaise with outside bodies responsible for PR of the magazine.
- iv) ensure the effective distribution of the magazine across all campuses and other student locations.
- v) maintain the impact mailing lists.
- vi) help co-ordinate Impact's presence at freshers' and re-freshers' fayres.
- vii) develop fund-raising initiatives.
- viii) keep records of Impact's expenses account and provide the Editorial Team with regular updates.
- ix) liaise with the Students' Union Treasury.

e) The Design Editor shall:

- i) be responsible for the appearance of the magazine and website.
- ii) be responsible for the production of Impact, the content, style and development of the magazine.
- iii) co-ordinate meetings and liaise with the Image Team.
- iv) liaise with outside bodies responsible for printing of the magazine.
- v) be responsible for proofing and layout of the magazine.
- vi) liaise with other Senior Editors.
- vii) be responsible for training designers.
- viii) host a publication design software training period of minimum 5 days duration during the summer vacation period.

- f) The Associate Editor(s) shall:
 - i) be held responsible for the content of the magazine.
 - ii) liaise with the Students' Union.
 - iii) liaise with outside bodies.
 - iv) be responsible for proofing and layout of the magazine.
 - v) liaise with other General Editors.
 - vi) develop ideas and recommend material for inclusion in the magazine.
 - vii) commission ideas by the Writing Teams.

- g) The Associate Design Editor(s) shall:
 - i) be responsible for the appearance of the magazine.
 - ii) be responsible for the production of Impact, the content, style and development of the magazine.
 - iii) liaise with the Image Team.
 - iv) liaise with outside bodies responsible for printing of the magazine.
 - v) be responsible for proofing and layout of the magazine.
 - vi) develop ideas and recommend material for inclusion in the magazine.

- h) The Web Editor(s) shall:
 - i) be responsible for the appearance of the Impact website.
 - ii) be responsible for the production of the website, including its content, style and development.
 - iii) liaise with the Writing and Image Teams.
 - iv) be responsible for proofing and layout of the website.
 - vi) develop ideas and recommend material for inclusion in the websites.

- i) The Associate Managing Editor shall:
 - i) be responsible for communication with other SU groups, specifically student-run services.
 - ii) be responsible for the maintenance of the website, in conjunction with these other bodies.
 - iii) liaise with URN, the TV Station, the Senior Editorial Team and the Publicity and Finance Manager.
 - iv) attend SRS Committee meetings.
 - v) develop ideas in conjunction with other SU groups and recommend material for inclusion in the website and magazine.
 - vi) liaise with all Editors, and provide a service of mitigation between section editors and senior editors.
 - vii) take minutes at Impact AGMs.

- j) The Publicity Officer(s) shall:
 - i) liaise with the Students' Union's Marketing Team.
 - ii) liaise with outside bodies responsible for PR of the magazine.
 - iii) ensure the effective distribution of the magazine across all campuses and other student locations.
 - iv) maintain the impact mailing lists.
 - v) help co-ordinate Impact's presence at freshers' and re-freshers' fayres

- k) The Image Editor(s) shall:
 - i) be responsible for the appearance of the magazine and website.
 - ii) be responsible for the production of Impact, the content, style and development of the magazine.
 - iii) co-ordinate meetings and liaise with the Image Team.
 - iv) liaise with outside bodies responsible for photographs and illustrations in the magazine.
 - v) be responsible for training photographers.

- l) The News and Sports Editors shall:
 - i) be the first point of contact for News and Sport Reporters.
 - ii) co-ordinate the News and Sports Reporting Teams.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - vi) commission ideas by the Reporting Teams.
 - vi) be responsible for uploading relevant section content to the website.

- m) The Music, Arts, Nights, Film and Technology Editors shall:
 - i) be the first point of contact for Review Writers.
 - ii) co-ordinate their section meetings with their Review Writers.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - vi) commission ideas by the Review Writers.
 - v) liaise with outside bodies.
 - vi) be responsible for uploading relevant section content to the website.

- n) The Fashion Editors shall:
- i) be the first point of contact for Fashion Writers.
 - ii) co-ordinate their section meetings with their Fashion Writers.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - vi) commission ideas by the Fashion Writers.
 - v) liaise with outside bodies.
 - vi) be responsible for uploading relevant section content to the website.

- o) The Travel Editors shall:
- i) be the first point of contact for Travel Writers.
 - ii) co-ordinate their section meetings with their Travel Writers.
 - iii) develop ideas and recommend material for inclusion in the magazine.
 - vi) commission ideas by the Travel Writers.
 - v) liaise with outside bodies.
 - vi) be responsible for uploading relevant section content to the website.

Chapter 3 - AGMs and Elections

3.1 - Annual General Meetings (AGMs)

- a) Impact shall host at least one AGM a year.
- b) Attendance at Impact AGMs is compulsory for Senior Editorial staff who must provide at least a days notice if they cannot attend.
- c) An initial address at the start of each Impact AGM will be given by a member or multiple members of the Senior Editorial Team.
- d) There will be a minimum of 15 minutes after the initial address (see 3.1, c) for 'open forum' questions from either the public or editorial staff to the Senior Editorial Team.
- e) Editors and the Students' Union must be given at least 15 days notice before Impact AGMs are held. In the case of Impact's General Election AGMs and By-elections, the positions to be filled must also be detailed with this notice, along with the time, date and place where the AGM is to be held.
- f) At any Impact AGM minutes must be taken to detail the topics discussed.
- g) Impact AGMs are open to all members and Impact recognises all contributors as members.

3.2 - Elections

- a) General Elections for all Impact Editorial Team positions shall take place at an Impact AGM.
- b) General Election AGMs should be conducted in the Summer Term and no later than the third week of the Summer Term.
- c) Nominations for Editorial Team positions shall be submitted in writing to a member of Senior Editorial Staff no later than 5pm two Students' Union days before Elections and By-elections.
- d) Retiring members of the Editorial Team may stand for re-election at General Elections or By-elections.
- e) In the case of the election of Re-open nominations (RON), a By-election shall be held within twenty Students' Union days.
- f) In the case of a position in the Editor-In Chief or Editor positions being unfilled (other than as detailed in (3.2, e), a By-election shall be held within twenty Students' Union days, unless the post becomes vacant within the last ten term weeks of office. In this instance the Editorial Team shall have the power to co-opt another member of Impact to fill that post, where the decision of who to co-opt shall be decided with a vote.

3.3 - By-elections

- a) By-elections can be conducted at any time during term time.
- b) By-elections do not require an AGM but in order to be valid it is required that at least two members of the General Editorial Team and one member of the Impact Senior Editorial team must be present; of whom one must be either the Editor-In-Chief or the Editor, unless both positions are unfilled.
- c) Editors and the Students' Union must be given at least 15 days notice before Impact By-elections are held.
- d) By-elections may be used to co-opt up to three other members of impact to become members of the Editorial Team at any time.
- e) In the event of any post being unfilled, any member of Impact may be temporarily co-opted to act as this position until it is permanently filled by By-election or General Election.

Chapter 4 - Dismissals

4.1 - No confidence

- a) Any Impact member of the Editorial Team may be dismissed by a vote of 'No Confidence'.
- b) A motion of 'No Confidence' in the Impact Editor-In-Chief or Editor may be brought to an Editorial Team Meeting, if backed by the signatures of at least half the total number of the Impact Editorial Team.
- c) A motion of 'No Confidence' in any other members of Editorial Team may be brought to an Editorial Team Meeting, if backed verbally by at least half the total number of the Impact Editorial Team.
- d) If a motion of 'No Confidence' is brought to an Editorial Team Meeting, this may be passed by a two-thirds majority.

Chapter 5 - Finance

5.1 - Revenue

- a) Impact should be financed by a grant agreed with the Students' Union, through advertising revenue and any other income generated by Impact.

5.2 - Expenditure

- a) No expenditure should be made without the prior consent of an Impact Senior Editor or Treasurer.
- b) Expenditure over £70, other than previously agreed payments, should receive prior approval of an Impact Senior Editor.

Chapter 6 - Constitution

6.1 - Availability

- a) The Impact Constitution shall be available in the Impact Office and Administration Department at all times.

6.2 - Conflicts and Amendments

- a) On any point this constitution may be overruled by the Students' Union Constitution and Regulations.
- b) The Constitution may be amended by a two-thirds majority of all Impact member present at an Editorial Team Meeting and then by Students' Union Council.
- c) Any amendment to the Impact Constitution involving a change in composition shall not take effect until Elections at the next AGM.

6.3 - Reviewing

- a) The Impact Constitution should be reviewed at a minimum of five-yearly intervals.

Chapter 7 - Membership

7.1 - Charges

- a) Impact does not charge membership fees.